

BACKGROUND INVESTIGATION REQUIREMENTS

I. Contractor's Background Investigation Requirements - All contractor employees are subject to Internal Revenue Manual 1.23.2.2 "Contractor Investigations reflected below. Contractor employees are required to be fingerprinted using the IRS fingerprint form FD 258 (furnished by the IRS) and to complete IRS form Standard Form 85P, "Questionnaire for Public Trust Positions" which can be viewed at <http://www.gsa.gov/Portal/formslibrary.jsp> (click on standard forms). Fingerprints may be obtained from various IRS Personnel Offices or local police stations (See <http://awss.web.irs.gov/PersonnelServices/PersonnelSecurity/index.html>). The government is responsible for the cost of the investigations.

IRM 1.23.2.2 General Investigative Requirements (02-01-2003)

(1) In accordance with TDP 71-10, Chapter II, Section 2, Investigative Requirements for Contract Employees, all Treasury/bureau contractor employees whose duration of employment equals or exceeds thirty (30) days shall undergo, at a minimum, limited criminal history background checks as a condition of employment under the government contract.

Note: Exceptions to IRS investigative requirements must be authorized by the PSO. Exceptions to investigative requirements set forth in TDP 71-10, Chapter II, Section 2, must be authorized by the Department of the Treasury Director of Security.

(2) Contractor employees whose access is limited to less than 30 days total (e.g., a one or two week project, not 28 days on, 3 days off, 28 days on etc...), or access is infrequent (e.g., three times a month), do not require any investigation and should be escorted.

Note: Some facilities may require minimal checks by their facility security staff before any access (even escort access) to the facility is approved.

(3) In accordance with TDP 71-10, Chapter II, Section 2, access to Treasury facilities, information systems, security items and products, and sensitive but unclassified information is a privilege. It may be revoked by the Service based upon unsanctioned, negligent, or willful action on the part of the contractor employee. This may include but is not limited to, exploration of a sensitive system and/or data, introduction of unauthorized and/or malicious software, unauthorized modification or disclosure of systems and/or data, or failure to follow prescribed access control policies or procedures.

(4) Security screening involves inquiries to other agencies and the timeliness of the inquiries conducted by another agency cannot be controlled. As a result, there will be instances when the contractor employee will need to be granted access before the completion of the required background investigation. In an effort to mitigate the risk

associated with granting staff-like access prior to the completion of the security screening requirements (required background investigation), interim staff-like access procedures based on preliminary security screening have been developed.